



COURT SERVICES & OFFENDER SUPERVISION AGENCY

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: CJP-04-058R (SH)

JOB TITLE: Program Analyst, GS-343-11

AREA OF CONSIDERATION: Government-Wide

Open to current Federal employees serving under a career or career conditional appointment in the competitive service, ICTAP/CTAP eligibles in the local commuting area, former Federal employees with reinstatement eligibility, or persons eligible for non-competitive appointment under Special Authorities. Veterans who are preference-eligible or who have been separated from the armed forces under honorable conditions after 3 years of continuous active service may apply.

OPENING DATE: 12/14/04

CLOSING DATE: 12/28/04 (Applications must be received by 5:00 pm)

PROMOTION POTENTIAL: GS-12

STARTING SALARY: GS-11, \$50,593 pa

NOTE: THIS VACANCY ANNOUNCEMENT IS BEING RE-ADVERTISED. APPLICANTS WHO PREVIOUSLY APPLIED UNDER CJP-04-058 MUST RE-APPLY TO BE CONSIDERED FOR THIS POSITION.

Program Analyst, GS-343-11, (One position), Court Services & Offender Supervision Agency (CSOSA), Office of Community Justice Programs, Treatment Management Team, Washington, DC.

DUTIES: The incumbent reports to the Program Manager, Treatment Management Team. Coordinates and implements quality improvement initiatives to ensure program compliance with Federal and District of Columbia government laws, rules, regulations, and license requirements for detoxification, residential, transitional and outpatient facilities, services and programs. Evaluates clinical services and staff performance and presents findings and recommendations to a wide audience including senior leadership throughout CSOSA and Congress, community leaders, and representatives from other agencies. Prepares memoranda, reports, instructional and procedural materials relating to program operations and procedures. Verifies clinicians' credentials to ensure compliance with Federal and District of Columbia legal and regulatory requirements. Recommends strategies for corrective actions and compliance. Reviews and identifies systemic issues that affect program quality and that affect CSOSA's ability to comply with legal and regulatory requirements. Working with program managers, develops tactical plans to bring programs into compliance. Schedules and participates in a variety of planning meetings with key CSOSA personnel

to discuss quality assurance issues. Regularly reviews and analyzes the results of inspections with the Associate Director and his/her staff. Recommends policy and procedure modifications for effective and efficient operations. Establishes CSOSA standards of quality to supplement legal and regulatory requirements. Evaluates compliance and performance against CSOSA standards.

QUALIFICATIONS: Applicants must have one year of specialized experience equivalent to the next lower grade level (GS-9). **Specialized experience** is experience with strong analytical skills in providing assessment and clinical treatment of clients, especially with the targeted client base of substance abuse offenders, sexual offenders, and offenders under half-way back sanctions. Specialized experience includes experience researching and interpreting regulatory requirements affecting these programs, and experience determining corrective measures for areas needing improvement.

You must have one year equivalent to at least the GS-9 level to be eligible for the GS-11 level. Status eligible candidates must meet time-in-grade requirements within 30 calendar days of the closing date of this announcement.

EVALUATION METHODS: Applicants will be evaluated according to the extent and quality of their experience, education and training. If you meet the basic qualifications requirements, your application/resume will be evaluated against the knowledge, skills, and abilities (KSAs) required for this position. This evaluation determines which candidates will be referred to the selecting official for final consideration.

TO RECEIVE FULL CONSIDERATION, APPLICANTS SHOULD ADDRESS EACH OF THE KNOWLEDGE, SKILLS AND ABILITIES DESCRIBED BELOW.

1. Knowledge of the full range of qualitative and quantitative analysis techniques and methodologies required to assess the progress and effectiveness of substance abuse modalities, including detoxification, residential, transitional and outpatient services.
2. Ability to communicate orally with diverse audiences to explain regulatory requirements associated with the operation of substance abuse treatment programs.
3. Ability to communicate in writing to prepare audit reports and documents related to quality improvement initiatives for substance abuse treatment programs.
4. Knowledge of and ability to interpret legislation and Federal and local regulations that apply to substance abuse treatment programs.

On a separate sheet of paper, address your experience and/or education related to the KSAs described above, giving specific examples. List each of the KSAs separately and explain how your experience, education, training, self-development activities relate to each KSA. Your qualification rating will be based on the evaluation of your experience/education as it relates to the qualification requirements and KSAs listed above. You should also provide detailed evidence of the KSAs in your application in the form of clear, concise examples showing the level of accomplishment and degree of responsibility.

HOW TO APPLY: Interested applicants may submit a resume, the Optional Application for Federal Employment (OF 612), Standard Form 171, or any other written format you choose to describe your job-related qualifications. Whatever you submit, you must include the information cited in the Office of

Personnel Management's (OPM) brochure, 'Applying For A Federal Job' (OF-510). A copy of the brochure (OF-510) and OF 612 can be obtained by contacting your local personnel office, through the USAJOBS web site at <http://www.usajobs.opm.gov/b.htm>, or by requesting the forms through OPM's self-service phone system at (478) 757-3000 or TDD (478) 744-2299.

Status applicants must submit a copy of their latest SF-50 and a copy of their performance appraisal dated within the last 12 months.

Veterans must submit their DD-214 as proof of their Veterans Employment Opportunity Act (VEOA) eligibility to be considered for this position.

CTAP and ICTAP: If you are an eligible Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) applicant, you may apply for special selection over other applicants for this position. Individuals who have special priority selection rights under the CTAP or the ICTAP must be well-qualified for the position. To be well-qualified, applicants must satisfy all qualification requirements for the vacant position and meet the mid-level of the crediting plan for all factors or meet the established cutoff score. CTAP/ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice; a "Notice of Personnel Action" (SF-50) documenting separation; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; OR a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. § 8337(h) or § 8456.

Applications and all required documents must be received by 5 p.m. on the closing date.

Mailing Address and Contact: All documents must be submitted to: Court Services and Offender Supervision Agency, Office of Human Resources, 808 17th Street, NW, Suite 820, Washington, D.C. 20006. For additional information on this position contact Sherry Harrison on (202) 220-5605 or **TTY (202) 220-5474**. Applications must be *received* by 5:00p.m. on the closing date.

Email Address: Applicants may submit applications via email to: CSOSAjobs@CSOSA.gov.

Fax Number: Applicants may submit documents via facsimile to: (202) 220-5615.

OTHER INFORMATION:

Agency Background Information: The National Capital Revitalization and Self-Government Improvement Act of 1997 established the Court Services and Offender Supervision Agency as a federal agency on August 5, 2000.

Relocation Expenses: Relocation expenses are not authorized.

Probationary Period: Initial appointment may require completion of a one-year probationary period.

Security Check: A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation, drug testing and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

Drug Testing: Appointment may be subject to random drug testing after selection.

Direct Deposit: All Federal employees are required to have Federal salary payments directly deposited into a financial institution of their choosing.

REASONABLE ACCOMMODATIONS: Court Services and Offender Supervision Agency welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate those needs. If you need a reasonable accommodation for any part of the application and hiring process, please notify the CSOSA Office of Human Resources. The decision on granting reasonable accommodation will be made on a case-by-case basis. The Agency is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Court Services and Offender Supervision Agency.

EQUAL OPPORTUNITY EMPLOYER: Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership in an employee organization, or on the basis of personal favoritism .

CSOSA is an Equal Opportunity Employer.